Understanding the meaning of words, especially task words, helps you to know exactly what is being asked of you. It takes you halfway towards narrowing down your material and selecting your answer.

Task words direct you and tell you how to go about answering a question. Here is a list of such words and others that you are most likely to come across frequently in your course.

<table>
<thead>
<tr>
<th>Table of task words</th>
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<tbody>
<tr>
<td><strong>Words</strong></td>
</tr>
<tr>
<td>Account for</td>
</tr>
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<td>Analyse</td>
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<td>Assess</td>
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<tr>
<td>Comment on</td>
</tr>
<tr>
<td>Compare</td>
</tr>
<tr>
<td>Contrast</td>
</tr>
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<td>Criticise</td>
</tr>
<tr>
<td>Define</td>
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<td>Describe</td>
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<td>Discuss</td>
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<td>Evaluate</td>
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<td><strong>Enumerate</strong></td>
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<td><strong>Examine</strong></td>
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<td><strong>Explain</strong></td>
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<td><strong>To what extent...?</strong></td>
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<td><strong>How far</strong></td>
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<tr>
<td><strong>Identify</strong></td>
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<tr>
<td><strong>Illustrate</strong></td>
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<tr>
<td><strong>Interpret</strong></td>
</tr>
<tr>
<td><strong>Justify</strong></td>
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<tr>
<td><strong>Outline</strong></td>
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<tr>
<td><strong>Prove</strong></td>
</tr>
<tr>
<td><strong>Reconcile</strong></td>
</tr>
<tr>
<td><strong>Relate</strong></td>
</tr>
<tr>
<td><strong>Review</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
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<tr>
<td><strong>Summarise</strong></td>
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<td><strong>Trace</strong></td>
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**Other useful definitions**

| **Words** | What they (might) mean... |
Assumption | Something which is accepted as being true for the purpose of an argument.
Issue | An important topic for discussion; something worth thinking and raising questions about.
Methodology | A system of methods and principles for doing something. Often used to explain methods for carrying out research.
Objective | It is the point or the thing aimed at. It is what you want to achieve by a particular activity.

References


Northedge, A 1997, *The good study guide*, Open University, Milton Keynes, UK.